

## 求人情報

マネージャーレベル

ポジション名	[Executive Assistant Manager] - Top Consulting Company
この求人情報の取扱い会社	マイケル・ページ・インターナショナル・ジャパン株式会社/Michael Page International Japan K.K.
企業名	会社名非公開
掲載開始・更新	2024-05-02 / 2024-05-02
職 種	事務系 - 秘書 コンサルティング - その他（専門コンサルティング）
業 種	ビジネスコンサルティング
勤務地	アジア 日本 東京都
仕事内容	<p>You will be working closely with Professional Executive Assistants and Team Managers as part of the Executive Assistant Management team to lead the group.</p> <p>Description</p> <ul style="list-style-type: none"><li>* In charge of performance management and career development for EA group</li><li>* Lead recruiting process for the team and provide training matching each individual</li><li>* Co-work with Senior EAs and Team Managers to provide professional support to Partners</li><li>* Liaise between EA group, senior leadership and stakeholders for managing escalations and feedback</li></ul> <p>Profile</p> <ul style="list-style-type: none"><li>* Bachelor degree or Masters degree</li><li>* Fluent communication in both English and Japanese</li><li>* Experience in Executive Assistant and people management as leadership</li><li>* Maturity, good judgement, self-confidence and flexibility</li><li>* Proficiency in PC applications, including MS Excel, Word and PowerPoint</li><li>* Proven experience interviewing, training and evaluating employees</li></ul> <p>Job Offer</p> <ul style="list-style-type: none"><li>* Attractive salary package.</li><li>* International working environment.</li><li>* Opportunity to develop management skills.</li><li>* Supportive teamwork and flat culture</li></ul> <p>To apply online please click the 'Apply' button below. For a confidential discussion about this role please contact Linh Nguyen on +813 6832 8697.</p>
企業について(社風など)	Our client has been recognized throughout history by providing high-quality business strategy and management services.
英語能力	流暢 (TOEIC 865点以上)
日本語能力	流暢（日本語能力試験1級又はN1）
年 収	日本・円 800万円 ～ 1200万円